



**TOWN OF NORTH HAMPTON  
CAPITAL IMPROVEMENT PLAN COMMITTEE  
MINUTES**

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REGULAR MEETING: JULY 28, 2017 AT 8:00 A.M.  
EXECUTIVE CONFERENCE ROOM  
NORTH HAMPTON TOWN OFFICES  
233 ATLANTIC AVENUE  
NORTH HAMPTON, NEW HAMPSHIRE

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Nancy Monaghan, the presiding officer, called the meeting to order at 8.00 a.m.

Other Members Present at the Call to Order:

Kathleen Kilgore, Select Board Representative;  
Judy Day, Library Trustees Representative;  
Vickie Jones, Citizen Representative;  
James Sununu, the School Board Representative;

Staff Present:

John Hubbard, Director of Public Works; and  
Paul Apple, the Town Administrator;

Residents Present:

Rick Stanton

Ms. Monaghan invited Mr. Hubbard to begin his presentation on DPW proposed projects:

1. FY 2019: Replacing the 1999 International.

This is the same type of truck as the existing vehicle in the DPW fleet. The life span is approximately 20-25 years. The proposal is a 7 year lease

Laurel Pohl, Budget Committee Representative and  
Shep Kroner, Citizen Representative entered at approximately 8:10 a.m.

This is the same request as last year, with a small increase in price. It is a main-line vehicle for snow removal. We have no back up for when trucks break down.

Ms. Monaghan asked what happens when a plow breaks down. Mr. Hubbard responded that we have rented replacement equipment in the past but that those rentals are no longer available. He said DPW staff can go back to plow the route but that results in significant delay and requires that overtime be paid.

Ms. Pohl asked about the lease, and Mr. Hubbard explained that the first payment is paid up front and then successive payments extend over a 6 year term. First payment is \$29,000.

Ms. Pohl asked if the total capital cost is approximately \$203,000, with interest at 5%. Mr. Hubbard agreed.

Mr. Kroner asked if we had a table for each vehicle with maintenance. He also asked if we contracted out for maintenance. Mr. Hubbard explained that various providers do maintenance and the department's personnel try to do basic maintenance.

Ms. Monaghan asked if the photo of the existing truck to be replaced is the same as last year and Mr. Hubbard confirmed it was.

## 2. FY 2019: Continuation of Road Maintenance Plan

Mr. Hubbard indicated he was updating the road plan, which lays out a 15 year schedule. It will be available in time for the report.

He indicated that the department has held to the report largely, although Willow Ave. and several other projects have recently meant moving some priorities. He said there have been more reclamations recently and less overlays.

This year, he intends to start 1.5 miles of Lovering Road. Part of that project will also be in FY 19. Also this year, he intends to do the overlay on Birch Road and Elm Road. He intends a base course on Cedar Road from the railroad to Mill Road. The top course will be in FY 19.

Ms. Monaghan asked how he prioritized which roads to do. Mr. Hubbard responded that there are several factors. Overlays are done as preventative maintenance to extend the road's life span. Road type (e.g., main road, connector or subdivision) also informs which gets done first.

Ms. Pohl asked if we do a certain number of miles every year. Mr. Hubbard responded that we do not. We proceed by road.

Ms. Pohl asked if we would apply the State special grant toward roads and bridges to the cost of road maintenance in Town. The Town Administrator said we likely would when we know the precise amount and that the Select Board would make that decision when warrant articles are drafted.

## 3. FY 19: Recreation. Repaving Dearborn Park

Mr. Hubbard indicated repaving Dearborn Park is a maintenance issue. The driveway and catch basin has already been replaced.

Mr. Kroner asked if the program fees paid for any maintenance. Mr. Apple said no.

## 4. FY 2020: Continuation of Road Maintenance Plan

Mr. Hubbard indicated the plan would be to finish Lovering Road and start Winterberry. Overlay would hold Winterberry for 20-25 years. He indicated that Goss Road and Beau Monde are deteriorating and will require attention. The cost of that project would be \$148,000. He also indicated that Cedar would be finished with an overlay.

There was a discussion regarding the bridge on Cedar Road.

5. FY 2021: Continue Road Maintenance Plan.

Mr. Hubbard indicated the department was not asking for new equipment. Most of the equipment has been replaced since 2008. The road plan was \$175,000 with \$30,000 coming from the capital reserve account. Mr. Hubbard indicated that the road plan would govern which streets are addressed.

6. FY 2022: 1999 Backhoe.

The next proposal is the replacement of the backhoe. Its life had been extended by purchase of the loader. Prior to that, the backhoe was the principle loader. The backhoe also acts as a back-up.

Mrs. Kilgore asked if the backhoe had trade in value. Mr. Hubbard responded that it likely did but could not accurately estimate the value in 2022.

There was a general discussion of maintenance. The Town Administrator indicated that departments generally had moved to preventative maintenance contracts, which required operating budget expense but which extended life and reduced major maintenance costs.

Ms. Pohl asked if the capital cost for this item was approximately \$110,400 with 5% interest. Mr. Hubbard agreed and indicated that the numbers for this item were very conservative and that it might not cost this much when we get there.

7. FY 2022: Continue Road Maintenance Plan.

The road plan was \$200,000 with \$30,000 coming from the capital reserve account. Mr. Hubbard indicated that the road plan would govern which streets are addressed.

8. FY 2023: F350 Truck.

This is the truck operated by the Director. It is used to plow small areas. There is likely trade-in value. The cost is approximately \$66,250.

9. FY 2023: Continue Road Maintenance Plan.

Mr. Hubbard indicated that the road plan would govern which streets are addressed.

Ms. Monaghan asked if he could summarize the progress under the Road Plan for the report. Mr. Hubbard indicated that he would.

10. FY 2024: Continue Maintenance Plan.

Mr. Hubbard indicated that the road plan would govern which streets are addressed.

Mr. Kroner asked if Mr. Hubbard maintained a spreadsheet on road maintenance history. Mr. Hubbard indicated he has two, one from the former Road Agent and his own that summarize work going back to the late 1980s.

Mr. Kroner also asked if Mr. Hubbard plans drainage issue resolution as part of road maintenance, and Mr. Hubbard responded that he does.

Ms. Monaghan asked if the Committee had any additional questions for Mr. Hubbard, and hearing none, the Director was excused at approximately 9.05 a.m.

Mr. Sununu was recognized to give the school district presentation.

#### 11. FY 19: Long Term Maintenance Plan

The plan envisions interior painting, but it has become a regular activity such that the Board is likely to include it in the operating budget going forward.

Mrs. Kilgore left the meeting at 9.10 a.m.

The plan also includes security cameras and equipment, roof patching outside the normal schedule and carpet. Typically, the LTMP is about \$60,000 to \$70,000 per year.

#### 12. FY 19: Gas conversion project.

Mr. Sununu indicated that the boilers had reached the end of their usable life and that planning is underway to replace them with natural gas burning boilers if the gas line is extended from Route 1 to the school. They are currently working with Unitil. The estimated cost of the equipment is \$342,000 and the Board has set aside about \$150,000. This project is largely depended on gas-line extension and no decision has been made as to whether oil-burning and propane burning boilers are appropriate if the line is not extended.

Ms. Monaghan asked if the Board would defer the project and Mr. Sununu said that this is also a possibility. If the Board defers, then it will likely make another contribution to the capital reserve fund for the project.

#### 13. FY 20: Long Term Maintenance Plan

The plan includes repairs to the garage (for rot and siding) and the asphalt.

#### 14. FY 20: Regular Roof Repairs.

As provided for in the schedule. Mr. Sununu indicated he would get a new diagram of the timing of the roof repairs.

#### 15. FY 21: Long Term Maintenance Plan

The plan includes exterior painting, irrigation pumps and crown molding and exterior board replacement.

#### FY 21: Pick-up Truck Replacement

The current truck has low miles but is a 2008 model. They have realized significant savings (\$80,000 - \$100,000) from buying the truck rather than hiring a contractor to plow. Mr. Sununu indicated there is likely a trade-in value but felt an estimate would be inaccurate.

#### 16. FY 22: Long Term Maintenance Plan

The plan includes parking lot repaving and resealing the exterior brick. Resealing is recommended every 10 years and was last done in 2009.

#### 17. FY 23: Long Term Maintenance Plan

The plan includes fire alarm panel replacement and the playground surface replacement. Mr. Sununu cautioned that the playground surface has performed well and the Board might reprioritize this item in the future.

#### 18. Possible Long-Term Projects

Mr. Sununu advised the Board was considering, but has not yet decided, several long term projects including a second garage for the truck and as a place to store excess furniture.

Ms. Monaghan asked if anyone had any questions for Mr. Sununu and thanked him for his presentation.

She reminded the Board that there would be no meeting next week on August 4 and that they would reconvene on August 11 to hear from the Library.

Ms. Monaghan asked for a motion regarding the minutes of the meeting on July 21. Ms. Pohl had some changes and read the proposed changes. The change was given to the recorder and Mrs. Jones indicated she would make the change.

**MOTION. Ms. Pohl moved to approve the minutes for the July 21 meeting as amended. Mr. Sununu seconded the Motion. There was no additional discussion.**

**Ms. Pohl, Ms. Day, Mrs. Jones, Mr. Sununu and Ms. Monaghan voted in the affirmative. There were no votes in the negative. Mr. Kroner abstained.**

Ms. Monaghan asked for any additional business. Hearing none, she adjourned the meeting at 9.35 a.m.

Respectfully submitted,

Paul L. Apple